COT MEETING MINUTES

COMMISSION ON TECHNOLOGY

Friday, February 14, 2014   **10:00 AM - 11:30 AM**

ARIZONA SUPREME COURT
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

CONFERENCE ROOM 119

WebEx

MEMBERS PRESENT
Scott Bales, *Chair*
Randolph Bartlett*
Kent Batty
Michael Baumstark
Raymond Billotte
Michael Jeanes
Diane Johnsen
Gary Krcmarik
John Lucas*
John Rezzo
Roxanne Song Ong*
Thomas Schoaf *(Paul Faith, proxy)*
Delcy Scull*
Virlynn Tinnell*

MEMBERS ABSENT
Bennett Evan Cooper
Michael Miller

GUESTS
Thomas Moseley, *Maricopa Superior Court*

AOC STAFF
Claudia Bethge, *ITD*
Stewart Bruner, *ITD*
Dave Byers, *AOC Exec Office*
Eric Ciminski, *CSD*
Jennifer Greene, *Legal Svcs*
Karl Heckart, *ITD/TAC*
Amy Wood, *CSD*

* indicates appeared by telephone

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WELCOME AND OPENING REMARKS — Hon. Scott Bales, Chair

Vice Chief Justice Scott Bales, Chair, called the Commission on Technology (COT) meeting to order just after 10:00 a.m. He welcomed members and guests to the audioconference meeting before introducing Justice John Pelander as the next vice chief justice and chair of COT. He then called the roll of members present in the room and on the phone. Staff confirmed that a quorum existed.

Justice Bales called attention to the progress of the next strategic agenda for the courts slated to take effect in the summer. He also listed the five members having terms that will expire on June 30 and stated that staff will be in contact with them regarding reappointment process.

The chair then called members' attention to the minutes from the December 6, 2013 meeting.

MOTION	A motion was made and seconded to approve the minutes of the December 6, 2013 Commission on Technology meeting. The motion passed unanimously.	TECH 14-01

TECHNOLOGY PROJECT UPDATES — Mr. Karl Heckart

Karl Heckart, Chief Information Officer (CIO) for the Administrative Office of the Courts (AOC), provided detail about key project activities along with current progress timelines for the following items:

- General Jurisdiction (GJ) Case Management System (CMS) enhancements and reporting;
- Limited Jurisdiction (LJ) CMS large volume enhancements, various features, and the pilot courts being considered for initial implementation;
- JOLTSaz development, an upcoming fix build, and statewide rollout;
- An appellate CMS needs study and requirements determination;
- Central Case Index (CCI) construction to power all "e" projects and services beginning with eAccess for public access to data and documents;
- Procurement efforts to obtain an additional e-filing vendor to enable an AOC-operated, multivendor approach versus an exclusive, software-as-a-service model;
- eBench progress in Pima Superior Court and the expansion plan for rural superior courts;
- Mobile computing realities, the phase-out of BlackBerry, selecting appropriate devices for judges, and the increased wireless network dependence that accompanies mobility devices;
- The acceleration of the PC refresh, behind-the-scenes infrastructure updates and determining the approach to using "the cloud," as well as
- Integrated justice projects including the NICS gun check database, a simplified approach to disposition reporting with DPS, and a pilot implementation of eWarrant.

BUSINESS DRIVERS FROM IT STRATEGIC PLANS — Mr. Stewart Bruner

Stewart Bruner appeared in his capacity as Strategic Planning Manager for AOC's Information Technology Division. He shared the macro-level court business trends collected from a couple

of nationwide court organizations before listing the prevalent themes appearing in the business input he's received in the county courts' strategic plans. He reminded members that only half of the non-urban counties are being asked for plans again this year, along with Maricopa and Pima.

The common items in plans include increasing public access to court services, expanding justice integration efforts, performing business continuity planning, increasing operational efficiencies, connecting to work-related information from outside the courthouse, retaining a qualified court workforce, and improving the workplace environment along with security.

Technical inputs are due March 14 so that plans can be reviewed and summarized in time for consideration at the annual meeting on June 6.

	TECHNCIAL ADVIISORY COUNCIL UPDATE	Mr. Karl Heckart

Karl appeared in his role as Technical Advisory Council (TAC) chair to relay the outcome of some recent discussions at TAC. Following the December meeting in which Karl detailed a potential new security policy to control access to the court network by employee-owned mobile devices, he returned with revisions for consideration by members. Karl emphasized that Outlook Web e-mail access will remain available without requiring any agreement since only a web browser is used. The policy covers the complete synchronization of inboxes and potential downloading of court information onto a device that could then be lost or stolen.

Discussion focused on the specific implementation procedures for erasing all data from an employee-owned device. Members desired to balance the need for rapid action with the potential harm that would result from erasure of an employee's personal data along with the court data. The chair recommended that employees be well educated on the access options available to them, the potential for their personal data to be affected, and that a verification step be taken prior to actually wiping the data following a report of loss or theft.

MOTION	**A motion was made and seconded to approve the policy as written for employee devices being used to access applications and data on the court network taking into account members' comments regarding implementation of the policy. The motion passed unanimously.**	TECH 14-02

Karl briefly reviewed the AJC-approved recommendations of the Advisory Committee to Develop Policies for Retention, Destruction, and Access to Electronic Court Records (ERR&D committee) for addressing the pressures associated with storage and online access to court case-related information. Mandatory deletion is now authorized and as a result some LJ retention timelines are being lengthened. Karl reviewed the implications for various IT systems at the AOC and the local courts during the two years allotted for implementation of the recommendations.

Karl recounted the direction of ACJA 1-505 to TAC resulting in the latest proposed updates to the table of enterprise architecture standards. He characterized the majority of changes as representing movement of packaged software tools over time from one lifecycle phase to the

next as they fall out of support. He also highlighted entries for social media, virtualization, office productivity, and antivirus software. Windows Phone has now been named the BlackBerry replacement and a standard has been set for high-definition video carried over the court network.

MOTION	A motion was made and seconded to approve the 2014 update to the Enterprise Architecture Standards table, as presented. The motion passed unanimously	TECH 14-03

CALL TO THE PUBLIC	Hon. Scott Bales

After noting the absence of any requests to speak from members or the public, the chair entertained a motion to adjourn at 11:42 a.m.

Upcoming Meetings:	June 06, 2014	AOC – Conference Room 119 A/B (annual meeting)
	September 12, 2014	AOC – Conference Room 119 A/B

MEETING ADJOURNED	11:42 AM